

BROOKINGS COUNTY COMMISSION MEETING

Tuesday, January 4, 2005

The Brookings County Board of County Commissioners met in regular session on Tuesday, January 4, 2005, with the following members present: Deanna Santema, Dennis Falken, Donald Larson, Mary Negstad, and Emil Klavetter. Also present: Stephanie Vogel, Kelly Bakken, Wm. Mark Kratochvil, Lionel Torgrude, Vicki Buseth, Honorable Rodney J. Steele, Janet Willmott, Robert Hill, Todd Struwe, Mel Kloster, Gary Heldt, Joyce Dragseth, Ted Eggebraaten, Brian Eclov, and Jill Fier.

OATHS OF OFFICE

The Presiding Judge of the Circuit Court, Honorable Rodney J. Steele read the Oath of Office appointing Deanna Santema and Emil Klavetter to the office of County Commissioner At-Large, and Vicki Buseth to the office of Treasurer, for the County of Brookings, State of South Dakota.

CALL TO ORDER

Having completed the old business for 2004, Brookings County Auditor, Janet Willmott called the meeting to order and entertained a motion to elect a Chairperson for the Brookings County Board of County Commissioners for the year 2005.

Motion by Klavetter, seconded by Larson, to nominate Dennis Falken as Chairperson for the Brookings County Board of County Commissioners for the year 2005. Role Call Vote: Larson "Aye," Negstad "Aye," Falken "Aye," Klavetter "Aye." Santema "Aye." Motion passes.

Motion by Santema, seconded by Klavetter, to nominate Mary Negstad as Vice-Chairperson for the Brookings County Board of County Commissioners for the year 2005. Role Call Vote: Negstad "Aye," Falken "Aye," Klavetter "Aye." Larson "Aye," Santema "Aye." Motion passes.

CONSENT AGENDA

Motion by Larson, seconded by Santema, to amend the December 30, 2004 minutes as follows: to transfer cash from budget line 10100X4290221 in the amount of \$14,129.55 and line 10100X4291221 in the amount of \$40,000, totaling \$54,129.55, to fund 759, the Brookings County Fire Trust. Role Call Vote: Falken "Aye," Klavetter "Aye." Larson "Aye," Negstad "Aye," Santema "Aye." Motion passes.

Chairperson Falken declared the Consent Agenda approved as amended with no objection from the board. The Consent Agenda consisted of the agenda for the January 4, 2005 Commission Meeting, and the minutes from the December 28, 2004 and December 30, 2004 Commission Meetings. Welfare Matters: Case # 04-111 for hospital was denied; Case # 04-023ABC for hospital was denied. Travel/Education: Rose Marie Stee to go to Madison, SD on February 8, 2005 to attend a FEU Needs Assessment Meeting, to go to Madison, SD on February 25, 2005 to attend a FEU Educator's Meeting, to go to Flandreau, SD on February 28, 2005 to attend a FEU Board Meeting. Steve Haro to go to Sioux City, IA on January 5-6, 2005 to attend the GLOCK Armorers Course. Robert Hill to go to San Francisco, CA on March 18-23, 2005 to attend the American Planners Association's 2005 National Planning Conference.

ROUTINE BUSINESS

Zoning and Drainage Director, Robert Hill met with the board to discuss the upcoming Zoning Board Meeting, and other upcoming events.

Emergency Management Director, Todd Struwe met with the board to distribute the following reports. Be it noted, Chairperson Falken signed the South Dakota Emergency Management 2005 1st Quarter Activity Report for the Brookings County Emergency Management Performance Grant and the Daily Time and Work Records.

Veterans and Welfare Director, Lionel Torgrude met with the board to discuss Veterans matters, and to distribute the 2004 Welfare Collection Report.

Weed and Pest Supervisor, Gary Heldt met with the board to discuss the Gopher, Mosquito, and Weed Programs, License Recertification Requirements, and the upcoming Annual Meeting and Conference.

Extension Educator, Mel Kloster met with the board to discuss the upcoming Educator's Valuations, Educational Programs and Meetings.

Treasurer, Vicki Buseth met with the board to discuss Departmental Matters and Tax Notices.

Director of Equalization, Joyce Dragseth met with the board to distribute information on the 2005 Assessment Changes.

Highway Superintendent, Ted Eggebraaten met with the board to discuss Road Conditions due to the weather, the Intersection of Highway 77 and County Road 46, and the damage to the 200th Street Bridge. Eggebraaten presented a Resolution to Delete Structure # 06-080-132.

Motion by Larson, seconded by Klavetter, to approve and authorize Chairperson Falken to sign Resolution # 05-03. A Resolution to Delete a Bridge from NBIS. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes.

Resolution #05-03

A RESOLUTION TO DELETE BRIDGE FROM NBIS

The Brookings County Board of Commissioners is in agreement with SDDOT that the following structure(s) should be deleted from the National Bridge Inventory System (NBIS) for the following reason(s):

STRUCTURE ID, LOCATION and REASON FOR DELETION:

06-080-132

2.0 miles West and 1.8 miles North of Volga, SD

Structure replaced with pipes that no longer meet NBIS criteria.

The Commission is aware of the following stipulations once a structure is deleted from the NBIS Inventory:

1. Federal Bridge funds will not be available for structure replacement or rehabilitation and
2. The structure will only be added to the Inventory following replacement, using County Funds.

Upon receipt of this resolution, the above structure(s) will be deleted from inventory.

Vote of Commissioners: Yes - 5 No - 0

Dated at Brookings, SD, this 4th day of January, 2005.

Dennis Falken
Chairman

ATTEST:

Janet K. Willmott
County Auditor

Deputy Auditor, Kelly Bakken presented the board with the Auditor's Report.

Be it noted, the salaries and personnel changes for the month of December 2004 are as follows: Longevity Increase: Ted Eggebraaten \$85.00. Step Raise: Susan VanderWal from \$12.17 to \$12.42 (prorated November 2004); Mark Halvorson from \$10.89 to \$11.10. New Hire: Part-time Correctional Officer, Michael Stoltenburg @ \$11.47. Resignation: Intern, Todd Fahrni effective December 17, 2004. Commission \$8,957.95; Auditor's Office \$10,655.40; Treasurer's Office \$11,902.46; States Attorney's Office \$16,744.26; Custodial Buildings \$4,803.18; Director of Equalization \$15,893.99; Register of Deeds \$7,437.34; Veteran's Service Officer \$2,956.27; Sheriff's Office \$32,804.07; County Jail \$28,063.92; Contract Law Enforcement \$6,438.48; Contract Law Elkton \$793.44; Emergency Management \$5,412.22; Drainage \$1,034.54; Highway \$49,833.70; Welfare \$2,966.43; Community Health Nurses \$2,305.32; Women, Infants, & Children \$2,123.92; County Extension \$4,353.64; Weed Control \$2,639.13; Planning & Zoning \$3,502.63.

Be it noted, Chairperson Falken signed claims for the following—AFLAC, insurance \$2,241.62; AFLAC Flex-One \$85.00; Office of Child Support Enforcement, child support \$555.00; Delta Dental, insurance \$2,558.78; Flex One, unreimbursed medical \$1,628.50; Local Teamsters, union dues \$796.00; SDRS, retirement \$27,394.18; SDRS Supplemental, retirement \$2,580.00; EFTPS \$49,711.08; Wellmark Blue Cross, insurance \$38,818.87; Midwest Benefits, life insurance \$492.00; Direct Check, garnishment \$164.64.

REGULAR BUSINESS

Motion by Santema, seconded by Negstad, to approve and authorize Chairperson Falken to sign Resolution # 05-01. A Resolution Setting the Official Pay Plan for 2005. Roll Call Vote: Larson "Aye," Negstad "Aye," Klavetter "Aye," Santema "Aye," Falken "Aye." Motion passes.

RESOLUTION NO. 05-1

A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2005.

Be it resolved, by the governing body of Brookings County, South Dakota:

That the official Pay Series and Management Salary Compensation increase as indicated in the attachments hereto is administered for the year of 2005 to become effective January 1, 2005.

Passed and approved this 4th day of January 2005.

Dennis Falken
Chairperson, County Commissioner

ATTEST:

Janet K. Willmott
County Auditor

<u>Auditor's Department</u>		
Auditor	FTE 1	Grade E-11
Deputy Auditor	1	N-6
Elections Officer	1	N-5
Accounts Payable	1	N-5
<u>Commission/Personnel</u>		
Commission Assistant/Personnel Director	FTE 1	Grade E-12
County Commissioners	2.5 (5 @ .5)	Non-Graded Position
HR/Technology Assistant	1	N-7
GIS Coordinator	1	N-9
<u>County Extension</u>		
Extension Secretary	FTE 1	Grade N-3
Office Manager	1	N-5
<u>County Health</u>		
Health Care Clerk	FTE 1	Grade N-4
WIC Secretary	1	N-3
<u>Emergency Management</u>		
Director	FTE 1	Grade E-11
Deputy Director	1	N-6
<u>Equalization Department</u>		
Director	FTE 1	Grade E-11
Deputy Director	1	N-9
Appraiser II	2	N-6
Appraiser I	1	N-5
Clerk II	2	N-3
<u>Highway Department</u>		
Superintendent	FTE 1	Grade E-13
Assistant Superintendent	1	E-10
Office Manager	1	N-5
Road Foreman	1	N-7
Shop Foreman/Mechanic	1	N-7
Equipment Fabricator/Welder	1	N-7
Heavy Equipment Operator	6	N-6
Equipment Operator	5	N-5
Truck Driver	.5-Split Employee	N-3
PT Common Laborer	.5	N-3 (Step 1 Only)
<u>Maintenance Department</u>		
Sr. Maintenance Worker	FTE 1	Grade N-4
General Maintenance Worker	2	N-2
<u>Planning, Zoning, & Drainage</u>		
Director	FTE 1	Grade E-11
Office Assistant	1	N-3

<u>Register of Deeds</u>	<u>FTE</u>	<u>Grade</u>
Register of Deeds	1	E-11
Deputy	1	N-6
2 nd Deputy	1	N-3
 <u>Sheriff's Department</u>	 <u>FTE</u>	 <u>Grade</u>
Sheriff	1	E-14
Chief Deputy Sheriff	1	E-12
Assistant Chief Deputy (<i>Jail Administration</i>)	1	E-11
Deputy- Sergeant	2	N-9
Deputy	6	N-8
Sr. Correctional Officer	1	N-6
Correctional Officer	6	N-5
Office Manager	1	N-5
Computer Technician	1	N-4
PT Correctional Officers	6 (12 @ .5)	N-5 (Step 1 & Step 2 Only)
Detention Center Nurse	.25	Non-Graded Position
Detention Center Dietician	.25	Non-Graded Position
Jail Greeter	.50	Non-Graded Position
 <u>State's Attorney</u>	 <u>FTE</u>	 <u>Grade</u>
State's Attorney	1	E-19
Deputy	1	E-17
Legal Office Administrator	1	N-7
Legal Secretary	1	N-5
Office Assistant	1	N-3
 <u>Treasurer's Department</u>	 <u>FTE</u>	 <u>Grade</u>
Treasurer	1	E-11
Deputy	1	N-6
2 nd Deputy Treasurer	3	N-3
 <u>Veteran's/Welfare Department</u>	 <u>FTE</u>	 <u>Grade</u>
Director	1	E-12
Office Manager	1	N-5
 <u>Weed Department</u>	 <u>FTE</u>	 <u>Grade</u>
Supervisor	1	E-6
PT Weed Enforcement & Bio Control Officer	.5	N-4 (Step 1 & Step 2 Only)
PT Weed Control Specialist	2 (4 @.5)	N-3 (Step 1 & Step 2 Only)
PT Office Assistant	.5	N-3 (Step 1 Only)
Truck Driver	.5-Split Employee	N-3

*** Non-exempt employees will be placed appropriately in the step accordingly to his/her current hire date or promotion date.*

N= Non-Exempt Position

E= Exempt Position

Motion by Negstad, seconded by Santema, to approve and authorize Chairperson Falken to sign Resolution # 05-02. A Resolution Setting the Wages for Election Workers in 2005. Roll Call Vote: Negstad "Aye," Klavetter "Aye," Larson "Aye," Santema "Aye," Falken "Aye." Motion passes.

Resolution #05-02

WHEREAS, it will be necessary to appoint election officials in 2005, and

WHEREAS, pursuant to SDCL 12-15-11, the fee paid to election officials shall be established annually by the Board of County Commissioners at its first meeting of the year.

NOW THEREFORE BE IT RESOLVED by the Brookings County Board of County Commissioners, that for the year 2005, election officials shall be paid as follows:

Precinct Deputy	\$8.00 per hour
Precinct Superintendent	\$8.50 per hour
Election School Attendance	\$15.00

Dated this 4th day of January 2005.

Dennis Falken
Chairperson
Brookings County Commission

ATTEST:

Janet K. Willmott
Brookings County Auditor

Motion by Santema, seconded by Negstad, to designate the Brookings Register, the Volga Tribune, and the Elkton Record as the legal newspapers for Brookings County for 2005. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes.

Motion by Larson, seconded by Negstad, to designate the official depositories for Brookings County Funds and Moneys for 2005 as follows: Richland State Bank, Bankstar Financial, Citizens State Bank, First National Bank of Volga, First Bank of White, First Bank and Trust of Brookings, Bankfirst, Wells Fargo, Home Federal, and Brookings Federal. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes.

Motion by Klavetter, seconded by Larson, to appoint Lionel Torgrude as the Brookings County Veterans Service Officer in accordance with SDCL 33-26-24 for a term of four years, expiring the first Monday in January 2009. Roll Call Vote: Larson "Aye," Negstad "Aye," Klavetter "Aye," Santema "Aye," Falken "Aye." Motion passes.

Motion by Larson, seconded by Negstad, to approve and authorize Chairperson Falken to sign the 2005 Community Health Service Agreement. Roll Call Vote: Negstad "Aye," Klavetter "Aye," Larson "Aye," Santema "Aye," Falken "Aye." Motion passes.

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss the 2005 Board Appointments.

Motion by Larson, seconded by Klavetter, to indorse a policy of not designating a Commissioner appointment to the specific individual Brookings County Departments. Motion by Klavetter, seconded by Santema, to delay action on the preceding motion until the next Brookings County Commission meeting on Tuesday, January 11, 2004. Roll Call Vote: Klavetter "Aye," Larson "Nye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion to delay action passes.

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss Personnel Matters, upcoming NACo Conferences, the Leadership Brookings Program, Hospital Board Appointments, the State's Attorney Office walk through, Signs for the Offices in the 1921 Building, the GIS and Human Resource Assistant Interviews, and Correspondence.

COMMISSIONER'S OPEN DISCUSSION

Commissioner Klavetter reported on the GIS Interviews.

Commissioner Larson discussed the plan of action on the NACo Prescription Drug Card Program.

Commissioner Falken discussed the time frame of becoming paperless.

EXECUTIVE SESSION

Motion by Klavetter, seconded by Negstad, to go into executive session at 10:12am. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes. Chairperson Falken declared executive session over at 10:45am. Reason - Personnel Matters. No action at this time.

ADJOURNMENT

Chairperson Falken declared the meeting adjourned until 8:30am Tuesday, January 11, 2005.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans With Disabilities Act.

Kelly Bakken
Deputy Auditor
Brookings County Auditor's Office